Guide for Student Registration

GIIM uses the SAP Litmos LMS (Learning Management System) and processes for its asynchronous online courses. The purpose of this document is to guide you through the processes/steps to register for GIIM courses and for you to obtain reports tracking your progress.

Global Institute for IT Management

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2-STEP STUDENT/CANDIDATE REGISTRATION PROCESS

Step 1. Creating Your Student Account

Before you enroll in any courses, you must register your name and e-mail address by visiting the following URL: **https://learningnow.litmos.com/self-signup/**

Create your account on the LMS, by entering the following information into the form:
- First Name
- Last Name
- E-mail address (& confirmation)
- Language Selection (for system-generated e-mail communication only)
- Affiliate Code (the company name of the affiliate that you are associated with; if you are not sure, contact the affiliate help link on your certificate/course registration page)

Once you click on the green "Register" button, you will receive a system-generated e-mail message from Litmos, with a link to the SAP Litmos LMS. Your login ID is the same as your e-mail address.   When logging in for the first time, you will be prompted to create a password, which will expire every 90 days.

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Online Courses Self Sign Up

Register to access courses by entering the code provided to you

First Name:

Last Name:

Email:

We will send account login information to this address

Confirm Email:
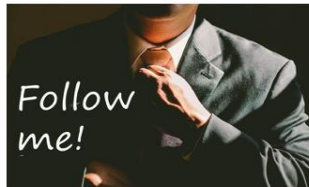
Language

English

Code:

Register

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Step 2: Registering for a Course

A. Once the above is completed, come back to this registration website to access the GIIM courses that are available to you. When you are ready to register for a course, you click on the course name link and you will be forwarded to a page with a course description and an "Add to Cart" button (*both shown below).*

CIO Certification Leadership in Business IT Management

Select Course Name to Register:

Managing IT Resources

Strategic Issues in IT

Managing Emerging IT

Business IT Leadership

Deploying Data Technologies

IT for the Nor
Executive

Select Course Nar

Managing IT F

Strategic Issu

Managing Em

Business IT L

Managing Dat

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B. Next, you will enter the same First Name, Last Name and E-mail address that you registered into the SAP Litmos LMS in Step 1 above, and click on the "PayPal Check out" button to pay your tuition fee.

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If you do not have a PayPal account, and prefer not to create one, the following three (3) alternatives are available to pay your tuition:

1. The PayPal checkout button provides you with options for paying using major credit cards & debit cards, creating PayPal credit, and Venmo (a mobile phone app where if you are in the U.S. you can transfer funds to GIIM).

2. Use www.Zellepay.com which is connected to most banks. This requires making arrangements with your Affiliate organization.

3. Pay your Affiliate organization directly (e.g., cash, check, bank transfer) and they will register you in the course. The links to the course will be e-mailed to you from the LMS once they register you.

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C. To view all of the courses that you have registered for, and whether you are "in progress" or have completed them, log into the SAP Litmos LMS to view your Dashboard, using your email ID and chosen password.